

REPORT TO: CABINET

DATE: 7 DECEMBER 2017

TITLE: CONTRACT AWARD FOR REFURBISHMENT
WORKS TO TEMPORARY
ACCOMMODATION

PORTFOLIO HOLDER: COUNCILLOR MARK WILKINSON,
PORTFOLIO HOLDER FOR HOUSING

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This is a Key Decision

It is on the Forward Plan as Decision Number I008090

Call-in Procedures may apply

**This decision will affect Hare Street & Little Parndon and Toddbrook
Wards.**

RECOMMENDED that:

- A** The most advantageous tender assessed against the criteria included in the tender documents submitted by Contractor A is accepted in the sum of £356,261 subject to contract and confirmation of Planning Consent.

REASON FOR DECISION

- A** To enable the Council to enter into a contract for these works in compliance with Contracts Standing Orders.

BACKGROUND

1. The Council, in common with other councils across the country, is experiencing a substantial increase in need for temporary accommodation to house homelessness applicants whilst the Council concludes its statutory decision making process and is able to find a permanent settled housing solution.
2. The Council currently has 70 units of temporary accommodation which include 60 Hare Street Springs and 2 Collins Meadow. Both properties are centrally located and within easy reach of the town centre making them ideal to extend and refurbish.

3. Currently there are 12 units across the two dwellings. It is proposed to construct two single storey extensions at both properties to provide a further four units that can each house a family of four self-contained.
4. Also included within this tender package is the conversion of a communal room at Partridge Court Elderly Persons Unit into a one bedroom self-contained unit, providing much needed elderly accommodation and additional rental income. An existing large office will be remodelled to become the new Common Room and a small ground floor room previously used as a caretaker's office will be adapted for use as emergency accommodation for the homeless.
5. The programme of work will greatly assist in meeting the increased requirement for temporary accommodation thereby reducing the need for expensive external providers.

THE PROCUREMENT PROCESS

6. The Council invited five suitably qualified and experienced local contractors to tender for the works and all five tenders were received by the deadline. A tender evaluation has been undertaken on the basis of the most economically advantageous price. A further in-depth analysis was undertaken on the two lowest bidders – Contractors A and B. Both were found to have minor arithmetical errors, which did not affect the outcome of the tender. Both contractors confirmed their errors and their prices were amended accordingly. The tender prices are shown below:

	Total Price for Delivery £'s	Ranking
Contractor A	£356,261.00	1
Contractor B	£373,212.00	2
Contractor C	£389,639.79	3
Contractor D	£480,737.00	4
Contractor E	£565,305.00	5

7. Contractor A has submitted the most economically advantageous bid when assessed against the criteria included in the tender documents and therefore it is proposed that their tender is accepted.
8. The anticipated date of works commencement is 5 February 2018. A 20 week works programme is scheduled.

IMPLICATIONS

Place (includes Sustainability)

None specific.

Author: **Graeme Bloomer, Head of Place**

Finance (Includes ICT)

The Housing Capital Programme has allocated funding available to meet the cost of the proposals contained in the report. Retained Right to Buy receipts will also be applied to reduce the net cost to the Council.

Author: **Simon Freeman, Head of Finance**

Housing

The programme of work will greatly assist in meeting the increased requirement for temporary accommodation by reducing the need for expensive external providers.

Author: **Andrew Murray, Head of Housing**

Community Wellbeing (includes Equalities and Social Inclusion)

None specific.

Author: **Jane Greer, Head of Community Wellbeing**

Governance (includes HR)

The contract has been tendered in accordance with the Council's Contract Standing Orders and is therefore a compliant process; a decision made to award the contract will be lawful under the Constitution.

The award of the contract to the successful bidder must be made subject to contract in the appointment letter. Further the contract must be subject to planning consent being given for the works, to prevent there being any risk to the Council of being in breach of any contractual terms. Further legal input will be given with regard to the contract as required, to ensure compliance with legislation.

Any sharing of personal data with the contractor must be in compliance with the General Data Protection Regulation and reflected in any contractual terms.

The Council has a duty to offer temporary accommodation to those who meet the criteria set out in the homelessness legislation, failure to provide temporary accommodation can result in the Council being challenged via the Courts. Having more provisions for temporary accommodation will help to mitigate these challenges.

The Council has a duty under s149 Equalities Act 2010 to take into account the public sector equality duty when making decisions that may affect those with protected characteristics. Some of those who are homeless will fall amongst

those with protected characteristics, therefore by looking to increase the provision of temporary accommodation, the Council has taken due regard to its equality duty.

Author: **Amanda Julian, Legal Service Manager, on behalf of Brian Keane, Head of Governance**